



STATE OF TENNESSEE  
DEPARTMENT OF INTELLECTUAL AND DEVELOPMENTAL DISABILITIES  
ANDREW JACKSON BUILDING, 15<sup>th</sup> FLOOR  
500 DEADERICK STREET  
NASHVILLE, TENNESSEE 37243

**MEMORANDUM**

**MEMO # 0163**

TO: DIDD Providers  
Independent Support Coordinators

FROM: James M. Henry, Commissioner

A handwritten signature in dark ink, appearing to read "J. M. Henry", is written over the printed name of the Commissioner.

DATE: November 30, 2011

SUBJECT: Monthly Reviews

As you are all aware, I suspended the requirement for providers to complete monthly reviews at the beginning of September 2011. The purpose of this moratorium was to study issues surrounding the monthly review process.

To accomplish this task, I appointed a committee led by Chairman Don Redden, which was comprised of provider and ISC representatives. The committee worked diligently and expeditiously to construct a proposed form and instructions for monthly reviews.

In order to assist with a final decision, I'm requesting each of you carefully review the attached forms and provide feedback by close of business December 15, 2011 to Tania Yoe at [Tania.Yoe@tn.gov](mailto:Tania.Yoe@tn.gov).

While we work out details for this revised process, effective December 1, 2011, a monthly review will be required for November.

I am grateful for everyone's cooperation as we continue to improve our procedures. Your input and attention to this matter is highly appreciated.

JMH/HT

Attachments